

*Accomplishments Reports Dept*

Chief, Regulations Control Staff

16 March 1956

Chief, Records Management Staff

Proposed Insurance, [ ] and HB [ ] Motor Vehicle  
Accidents and Reports

25X1

1. I do not concur in the proposed procedures for investigating motor vehicle accidents and reporting on the results of investigations. It is felt that responsibility for investigations should be delegated permanently to an official with investigative experience of the Office of Security. Such an arrangement would:

a. Reduce the cost and ensure the adequacy of investigations by placing the responsibility in the hands of an experienced investigator.

b. Avoid placing an unanticipated workload on a supervisor who therefore might find it difficult to devote full time to an investigation.

c. Eliminate the need for determining, each time there is an accident, whether or not a supervisor can conduct an investigation.

d. Provide for a completely objective investigation by a party outside the office of the operator of the vehicle.

e. Provide for a simpler and more direct reporting procedure such as:

(1) Operator completes Form No. B22 and submits it to his supervisor.

(2) Supervisor notifies Operating Official and Director of Security.

(3) Director of Security directs his investigative officer to conduct investigation.

(4) Investigative officer discusses accident with motor vehicle operator, his supervisor, and the Area Safety Officer; completes the investigation and prepares a report; submits report to supervisor of the operator and Operating Official for concurrence.

(5) Operating Official retains copy of the report and forwards copies to the Comptroller, the Office of Security Safety Officer, the Employee's Record Section, and

*See*

if appropriate, to the Recording Secretary of the Headquarters Board of Survey.

25X1

HqTS/RSB/ [redacted] pat(3/16/56)

12-28-56

Discussed our comments today  
with [redacted] Trans. Div., who  
stated Procedure has been simplified  
J. R. H.